



## **WATER SYSTEM SUPERVISOR**

### **Purpose:**

To actively support and uphold the City's stated mission and values. To plan, organize and supervise the work of staff involved in irrigation or storm drain line maintenance, construction and repair activities, as well as staff involved in the administration of related contracts. Perform a variety of technical tasks relative to assigned area of responsibility.

### **Supervision Received and Exercised:**

Receives general supervision from the Transmission and Collection Administrator.

Exercises direct supervision over assigned technical and maintenance staff.

### **Examples of Duties:**

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Plan and prioritize the number of storm drains to be photographed and videotaped for evaluation by contractors, staff, and to meet federal guidelines.
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for irrigation and storm drain maintenance staff; implement policies and procedures.
- Plan, prioritize, assign, supervise and review the work of staff involved in irrigation or storm drain maintenance, repair and construction work.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

*Effective February 2000*

*Revised August 2001*

*Revised April 2002 Certificates*

*Revised April 2006 (Exempt to Non-Exempt Status)*

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- Coordinate maintenance activities with other divisions and departments as well as outside agencies and contractors.
- Ensure proper water shut downs during irrigation/storm drain construction and maintenance activities as well as emergency irrigation and storm drain breaks.
- Monitor and coordinate the wastewater pest control program; ensure proper use of pesticides; investigate customer complaints as required.
- Provide information to mapping staff to ensure proper mapping of underground irrigation/storm drains and related records; to assist them in development of the computer mapping system and CMMS workforce management system.
- Locate utilities in conjunction with maintenance and repair activities and outside construction activities.
- Check irrigation/storm drain facilities and equipment for needed maintenance and repairs; implement and monitor a preventative maintenance program.
- Assist in the preparation of the section budget.
- Inspect the work of crews while in progress and upon completion; provide advice and assistance to maintenance staff as required.
- Schedule water for irrigation runs. Confirm orders have been placed with SRP.
- Perform work and operate a variety of equipment in emergency situations as required.
- Perform related duties as assigned.

**Experience and Training Guidelines:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

**Experience:**

Four years of increasingly responsible utility system maintenance, installation and repair experience including one year of lead or supervisory responsibility.

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**Training:**

Equivalent to the completion of twelfth grade. Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

**Licenses/Certifications:**

May require possession of, or ability to obtain, an appropriate, valid Arizona driver's license.

Possession of the Grade II Wastewater Collection Certification and the Grade II Water Distribution Certification issued by the State of Arizona.

**This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.**

**Job Code: 8741**

**FLSA: Non-Exempt**